

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, April 21, 2014 <<<

Bill Platt Training Center

Gualala, CA

1. Call to Order Toedter
2. Adoption of the Agenda
3. Minutes Approval
4. Privilege of the Floor – Public Comment
5. Old Business – Information or Action
 - Measure J Election Report Foster
 - Joint Oversight Committee Update Perry
 - Strategic Planning Offsite Update Toedter
 - FY12-13 Audit Report – Information Rice
6. New Business
 - Resolution 22x, Election Consolidation with Sonoma County - Information
 - Fiscal Year 2014-15 Draft Resolutions – Information
 1. Preliminary Budget Resolution 22x
 2. Fees Resolution 22x
 3. Tax Rates Resolution 22x
 4. Proposition 4 Resolution 22x
 5. Funds Transfer Resolution 22x
 - Urgent Care Contract Foster
 - Director Terms and Elections Toedter
7. Reports
 - Committee Reports
 - District Administrator
 - March 2014 A/R
8. Other
 - District Administrator Annual Evaluation – CLOSED SESSION Randolph
 - General announcements
9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
 - May 3, 2014 9:00AM [Fort Ross Tasting Room, 15725 Myers Grade Road, Jenner, CA]
 - May 19, 2014



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
March 18th, 2014

Call to Order. President Tom Toedter called the meeting to order at 4:30p.m. Present: Directors, Dodds, Perry (phone), Schwartz, Rice, and Provencher. Absent: Randolph.

Adoption of the Agenda. Director Schwartz moved, Director Dodds second, all ayes.

Approval of February 24th, 2014 Board Minutes. Director Dodds moved to adopt the Minutes. Director Schwartz second, all ayes.

Privilege of the Floor- Public Comment: None

Old Business-Information or Action:

Measure J Campaign Update-Director Perry reported that the mailers and signs were on schedule. Community member Thayer Walker commented that a good majority of the community does not really understand what Urgent Care is and that much of the needed education has been late. Director Schwartz reported on the outreach effort in Timber Cove and that there is a lack of understanding in that community regarding CLSD and RCMS and Measure J. She requested that the CLSD Bylaws include that the CLSD Board meet more often in the outlying areas of the CLSD. Director Perry cited one cause of the lack of support is a general mistrust of government.

Joint Oversight Committee Update- If Measure J passes in April there will be a need for a joint powers agreement between CLSD, RCMS, and Santa Rosa Memorial Hospital.

Strategic Planning Offsite-President Toedter has offered the Fort Ross vineyard as the site for the retreat. The Retreat is scheduled for Saturday, May 3rd.

New Business: None

Reports:

- Committee Reports: None
- February 2014 A/R and Write-Off report: Director Schwartz moved, Director Rice second, all ayes.

Other:

- General Announcements: The April BOD to meet on Monday, April 21st at 4:30 p.m. in the Bill Platt Training Center.

Adjournment. Director Schwartz moved for adjournment, Director Rice second, all ayes. Meeting adjourned at 5:20 pm.

Minutes approved:

Date

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 222**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE
SUPPORT DISTRICT, STATE OF CALIFORNIA, ORDERING AN ELECTION
TO BE HELD AND REQUESTING CONSOLIDATION WITH THE
NOVEMBER 4, 2014 GENERAL DISTRICT ELECTION**

WHEREAS, an election will be held on November 4, 2014, in the Coast Life Support District for the purpose of electing District Directors to fill positions that will expire in 2014;

BE IT RESOLVED that the District Directors of said district hereby request consolidation with any election that may be held on the same day, in the same territory or in territory that is in part the same.

THE FOREGOING RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed on this 21st day of April 2014 by the following roll call vote:

Directors: Toedter
Randolph
Rice
Schwartz
Dodds
Provencher
Perry

Ayes: Noes: 0 Abstain: 0 Absent: 0

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

//signed//
Will Randolph, Secretary

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: 22X

ADOPTION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2015

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will require the full assessment as authorized for Urgent Care services in order to fully fund the current program and provide adequate funds for development of any potential future after hours program and any other authorized use, and

WHEREAS, the District Board of Directors will approve any expenditures of Urgent Care funds in support of, but beyond current program, and

WHEREAS, Reserve funding must remain at prudent levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

Sonoma County	\$xxx
Mendocino County	\$xxx
Ambulance Billings	\$xxx
Training Class Fees	\$xxx
Miscellaneous	<u>\$xxxx</u>
Total Budgeted Revenue	\$x,xxx,xxx

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

Ambulance Operations	\$xxx
District Administration & Overhead	\$xxx
Training Programs	\$xxx
Urgent Care Program	\$xxx
Interest & Depreciation	\$xxx
Reserve Fund Expense	<u>\$xxx</u>
Total Budgeted Expenditures	\$x,xxx,xxx

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2015.

The above resolution was introduced by Director Rice, who moved its adoption, seconded by Director Schwartz, and passed and adopted on this xxth day of May 2013 by the following roll call vote:

Directors: Toedter
 Randolph
 Rice
 Schwartz
 Dodds
 Perry
 Provencher

Ayes: x Noes: 0 Abstain: 0 Absent: 0

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Will Randolph, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 22x**

ADOPTION OF AMBULANCE RATES FOR FISCAL YEAR 2015

WHEREAS, the Coast Life Support District last adjusted the rates at which Ambulance Services are billed in June of 2013, and

WHEREAS, the rates are intended to reflect the actual operating costs of the ALS Ambulance, and

WHEREAS, with the passage of AB 2091 Berg, as of January 1, 2007, the District may charge Residents and Taxpayers of the District a Fee for Service Rate less than that of Non-Residents and Non-Taxpayers, and

WHEREAS, the District recognizes the disparity between what a Resident/Taxpayer actually pays for services versus what a Non-Resident/Non-Taxpayer pays, vis-à-vis their parcel tax contribution, and

WHEREAS, as Resident/Taxpayer is defined as either having a mailing address within the District or owning property within the District or both,

BE IT THEREFORE RESOLVED that the rate schedule adopted, effective June 1, 2014 and in effect until changed by resolution, be as follows:

BASIC CHARGES:

BLS Non-Emergency	\$
BLS Emergency	\$
BLS Emergency/Night	\$
ALS I Non-Emergency	\$
ALS I Emergency	\$
ALS I Emergency/Night	\$
ALS I Emergency/EKG	\$
ALS I Emergency/EKG/Night	\$
ALS II Emergency	\$
ALS II Emergency/Night	\$
Mileage per mile	\$
Oxygen	\$
EKG	\$
BLS Treat and Release	\$
ALS Treat and Release	\$
Late Payment Fee	\$

AND BE IT FURTHER RESOLVED, that Resident/Taxpayers will receive a fifty percent reduction in the balance owed after third-party payments, if any,

AND BE IT FURTHER RESOLVED, that these charges be reviewed annually and changes included in the Budget for the following year.

The above RESOLUTION was introduced by Director Rice, who moved for its adoption, seconded by Director Schwarz, and passed on this xxth day of May, 2014,

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Will Randolph, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 22X**

ADOPTION OF TAX RATE FOR FISCAL YEAR 2015

WHEREAS, in March 2012 the voters of the Coast Life Support District authorized the District Board of Directors to levy a Special Tax of up to \$44 per benefit unit to support Emergency Medical Services, and

WHEREAS, in June 1997, the voters of the District approved a Special Tax assessment of up to \$18 for a developable parcel, and \$36 for a developed parcel, to support After Hours Urgent Care,

WHEREAS, Coast Life Support District's budget for Fiscal Year 2015 requires a Special Tax rate of \$44 per benefit unit for Emergency Medical Services and \$18/\$36 Special Tax for developable/developed parcels to provide Urgent Care,

BE IT RESOLVED that the Special Tax rate of \$XX per benefit unit for Emergency Medical Services, plus \$XX per benefit unit per parcel for Urgent Care, be assessed accordingly to parcels in the District,

BE IT FURTHER RESOLVED that the Coast Life Support District renews its agreements with the appropriate offices of Mendocino and Sonoma Counties for collections of the assessments through the property tax rolls.

The above RESOLUTION was introduced by Director Rice, who moved for its adoption, seconded by Director Schwarz, and passed on this XXth day of May 2014 by the following roll call vote:

Directors: Toedter
Randolph
Rice
Schwartz
Dodds
Provencher
Perry

Ayes: X Noes: 0 Abstain: 0 Absent: 0

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

//signed//
Will Randolph, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 22X**

**RESOLUTION OF THE BOARD OF DIRECTORS OF COAST LIFE SUPPORT
DISTRICT, STATE OF CALIFORNIA, ADOPTING THE PROPOSITION 4
APPROPRIATION LIMIT FOR THE FISCAL YEAR 2014-2015**

WHEREAS, each fiscal year a Proposition 4 limit must be established; and

WHEREAS, Proposition 111, Article XIII B, requires the Board of Directors of the Coast Life Support District to choose and adopt a certain method to increase this limit every year; and

WHEREAS, the Coast Life Support District had approved and adopted an Appropriation Limit for Fiscal Year 2013-2014 of \$1,405,273; and

WHEREAS, the Coast Life Support District has chosen the California Per Capita Personal Income and the Sonoma County Population Change Percentage factors in establishing the Proposition 4 limit; and

WHEREAS, the Board of Directors of the Coast Life Support District, now calculates the new Appropriation Limit to be \$1,xxx,xxx based on sum of the tax income increase and the annual percentage change for the California Per Capita Personal Income which is 1.xxxx% and the local population growth change which is 1.xxxx%,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coast Life Support District hereby adopts a new Appropriation Limit in the amount of \$1,xxx,xxx for the Fiscal Year 2014-2015,

THE FOREGOING RESOLUTION was introduced by Director _____, who moved its adoption, seconded by Director _____, and then adopted by the following vote on the xxth day of May, 2014

Director Toedter _____	Director Randolph _____	Director Rice _____
Director Dodds _____	Director Perry _____	Director Schwartz _____
Director Provencher _____		

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____

WHEREUPON, the President declared the foregoing RESOLUTION adopted and

SO ORDERED

Will Randolph, Secretary to the Board

COAST LIFE SUPPORT DISTRICT

RESOLUTION No. 22x

**RESOLUTION OF THE GOVERNING BOARD OF COAST LIFE SUPPORT DISTRICT
OF THE STATE OF CALIFORNIA, REQUESTING FUND TRANSFER UNDER
ARTICLE XVI, SECTION 6 OF THE STATE CONSTITUTION**

RESOLVED, by the Governing Board of the Coast Life Support District, a Bi-County District of the State of California, that:

WHEREAS, this District may not have a sufficient cash flow cycle to provide for the operations of the District during the 2014-15 Fiscal Year, and

WHEREAS, Article XVI, Section 6 of the State Constitution authorizes a temporary transfer of funds in the custody of the County Treasurer upon approval of the Board of Supervisors, and

WHEREAS, the revenues to said District for the fiscal year 2014-15 are budgeted at \$1,xxx,xxx:

NOW, THEREFORE, IT IS DETERMINED AND ORDERED as follows:

1. That the Board of Supervisors of the County of Sonoma be and it is hereby requested to authorize a temporary transfer to this District on an as-needed basis of not to exceed \$xxx,xxx, during the 2014-15 Fiscal Year; said sum will not exceed 85% of the revenues to said District during said fiscal year.
2. That the County Treasurer of the County of Sonoma be requested to recommend and the County Auditor of the County of Sonoma be requested to acknowledge said transfer.
3. That certified copies of this resolution be forwarded by the Clerk of this Board to the Board of Supervisors of the County of Sonoma, the County Auditor and County Treasurer of this County.

The above resolution was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed and adopted on this xxst day of May, 2014, by the following roll call vote:

Directors: Toedter Rice Randolph Schwartz
 Dodds Perry Provencher

Ayes:____ Noes:____ Abstain:____ Absent:____

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Tom Toedter, President

Coast Life Support District

38901 Ocean Drive PO Box 1056
Gualala, CA 95445

May xxst 2014

General Fund

ANTICIPATED MONTHLY ENDING BALANCES

From July 1 2014 to June 30 2015

	Cash Income	Cash Expenditures	Cash Balances
Beginning Cash Balance:			
July	\$ _____	\$ _____	\$ _____
August	_____	_____	_____
September	_____	_____	_____
October	_____	_____	_____
November	_____	_____	_____
December	_____	_____	_____
January	_____	_____	_____
February	_____	_____	_____
March	_____	_____	_____
April	_____	_____	_____
May	_____	_____	_____
June	_____	_____	_____
	*\$ _____	_____	_____
Carry Over	_____	\$ _____	
Capital Outlay (Current Yr)		_____	
General Reserves		_____	
Approp. For Contingencies		_____	
	\$ _____	\$ _____	\$ _____

NOTE: Copies of the Cash Flow Statement are to be attached to each Resolution.

*Total cash income includes secured and unsecured taxes to be raised in current year budget plus estimated revenues (other than current property taxes).

CLERK'S CERTIFICATE

I, Scott Foster, Clerk of the Governing Board of the Coast Life Support District of the Counties of Sonoma and Mendocino, State of California, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Governing Board of said District, regularly held at the regular meeting place thereof, on October 21, 2013, of which meeting all the members of said Governing Board had due notice.

I further certify that said resolution has not been amended, modified, nor rescinded since the date of its adoption and the same is now in full force and effect.

ATTEST: This 21st day of October 2013

Clerk of the Governing Board of the Coast Life Support District

COAST LIFE SUPPORT DISTRICT
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April 15, 2014

MEMORANDUM FOR THE CHAIR, QUALITY ASSURANCE/QUALITY IMPROVEMENT COMMITTEE,
COAST LIFE SUPPORT BOARD OF DIRECTORS

From: CLSD EMS Medical Director

Via: CLSD District Administrator

Subj: CERTIFICATION OF QA/QI PROGRAM COMPLIANCE

For the quarter ending March 31, 2014, I have reviewed 100% of ALS patient charts and noted any reportable conditions and conditions requiring corrective action. I have met with all CLSD paramedics and conducted training where necessary to ensure continued quality improvement in patient care. The District remains in full compliance with all QA/QI internal and external policies and regulatory requirements.

For this quarter, there are no adverse actions or potential litigation requiring board attention.

A handwritten signature in black ink that reads "Tuck Bierbaum MD". The signature is written in a cursive style.

Tuck Bierbaum, MD
EMS Medical Director

**Coast Life Support District
District Administrator's Report
April 21st, 2014**

1. Disaster Preparedness

- a. April Communications Drill. We have been closely planning with the Sonoma County Auxiliary Communications Service representatives—HAM Operators—for the annual communications drill. By placing HAM operators at each fire station and other strategic locations, we practice sending messages for disaster support.
- b. Mr. Fred Leif, of Timber Cove, was selected as the Sonoma County Auxiliary Communications Service Volunteer of the Year. This is a well-deserved honor for Mr. Leif, who has spearheaded the HAM communications efforts on the Mendonoma Coast in support of disaster relief efforts.
- c. We are planning with South Coast Fire Protection District for a disaster drill and/or static display of disaster shelter operations this summer.

2. Clinical Hit Parade

- a. BLS Scope of Practice Enhancements. We are in the final stages of arguing for an expansion of BLS EMT scope of practice, in a similar effort to how we expanded the ALS scope. We will know the final outcome soon.

3. Logistics & Finance

- a. Medi-Cal Reimbursement. We await our payment, any minute now.
- b. Financial Position. Community Safety and Health is having a positive impact on everything but our financial position. Between a significant drop in transport volume and a much lower average collection rate, we stand to come up short about \$80-100K from our budgeted income target.

4. Urgent Care

- a. With the passage of Measure J, we are in the final stages of contract development and price determination. My goal is to have a contract ready for approval via board resolution for the May meeting.

/s/
Scott Foster
District Administrator

Coast Life Support District Accounts Receivable Status

March-14

ALS Transports	27
BLS Transports	7
Dry Runs	16
ALS/BLS Treat & Release	3
Total Activity	53

Accounts Receivable Balance @ 02/28/2014 \$295,286.11

Ambulance Revenue	\$ 162,425.41
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Reductions to Revenue	
MediCare Required	(\$115,604.09)
Medi-Cal Required	\$ (14,480.00)
District Resident 50% Discount	\$ (1,881.99)
Total Reductions for Month	\$ (131,966.08)

Ambulance Revenue Net

Payments Received	\$ (49,079.05)
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Write-Offs	
Collections Agency	\$ (8,800.96)
Other Adjustments	\$ (6,378.81)
Total Write-Offs for Month	\$ (15,179.77)

Accounts Receivable Balance @ 03/31/2014 \$ 261,486.62

CURRENT	\$ 123,251.49
31-60 Days	\$ 42,044.58
61-90 Days	\$ 39,700.41
91+ Days	\$ 56,490.14

Aging Report Balance @ 02/28/2014 \$ 261,486.62

Payment Plan Accounts EOM: 12@\$17,021.64

Cash on Hand

FAMIS Account	\$ 323,113.13
Redwood Credit Union Checking	\$ 149,362.95
Total Cash on Hand	\$ 472,476.08

Board Approval/Secretary: _____ (Date)